

# *Small Pack for Induction*

## **Contents, Part 1**

### **Book Title**

- 1 Hannington, Rules of Debate and Procedure of Meetings
- 2 Chairperson, Secretary and Treasurer; Election-Campaign Structures
- 3 Minute-taking
- 4 Keeping a Cash Book and other accounts
- 5 Report Writing, Correspondence and Filing
- 6 Spreadsheets
- 7 Tony Buzan, Use Your Head (*May be packed as "Philosophy"*)\*
- 8 Writing, Editing and Press Releases
- 9 Layout, Fliers, Pamphlets, and Copy-shop Agitprop
- 10 Paint, Posters and Graphic Art
- 11 Hannington, Public Meetings and Conferences

\* If "Induction" is boxed with "Philosophy", please find this item in the "Philosophy" packet

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### **Division of the material in sessions**

The political school allocates four half-day sessions to the topic of Organisational Development, or "Induction". Our material is already broken into two packets, so that each of these packets will have to be broken into two again, to cover the four sessions.

Time constraints will oblige facilitators to move quickly through the smaller booklets, pausing where students indicate the need for discussion. In this way we

It will be convenient to use the first six booklets in the first session.

Tony Buzan's "Use Your Head" is going to be discussed under "Philosophy". It is mentioned here because it is an aid to composition.

The remaining booklets, 8 to 10, can be dealt with in the second session, with Hannington's part being a substantial document; therefore allow sufficient time for it.



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## **Contents, Part 2**

<b><u>Book</u></b>	<b><u>Title</u></b>
12	Freedom Charter
13	ANC Branch Manual
14	SACP Constitution, Clauses 1 to 7 (Aims and Principles)
15	SACP Constitution, Clauses 8 to 26 (Structure)
16	Contracts
17	Negotiation
18	SACP Recruitment Form
19	ANC Recruitment Form
20	COSATU and the Party On-Message with the ANC

**N. B.:** The ANC's Constitution is required for this political school. A copy of the printed version of the ANC Constitution should be issued to every participant, if not included in this pack.

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### **Division of the material in sessions**

The Freedom Charter is included because it is a fundamental document. The ANC Branch Manual should form the main content of the third session. It is an induction in itself to the ways of the ANC. Then, the SACP and ANC constitutions should be looked at. The SACP one is a lot shorter and very clear in terms of its layout. The SACP constitution should be used to give students an outline of what is required in a constitution. The ANC Constitution is long. The aims should be studied and the structure, sufficient for the book to be used by the student in the future as a reference source and authority.

In the final session, the booklets on contracts and negotiation are going to help students to understand the basis of business and of accounting, which is the negotiated contract. All goods and services and all transactions involving money are regulated by the law of contract, and by the negotiated agreement that constitutes any particular contract.

Recruitment forms are given so as to instruct, and also to equip the students. The final document is a very brief version of the 2014, currently-ruling Manifesto of the ANC, and of the National Development Plan (NDP).

